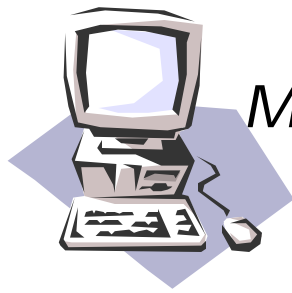


**COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH**

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MIS

INFO-LINE

SUBJECT: DATA ENTRY TRAINING/PASSWORD REQUEST

Directed To: All Providers

Effective December 1, 1999 MIS implemented a mandatory CDS' Help Desk data entry training for staff requiring MHMIS access. Logon ID's for first time users will no longer be mailed to users. Once Logon ID has been assigned MIS/CDS Help Desk staff will contact the user and schedule data entry training. This procedure will:

1. Enhance DMH's Security Policy
2. Emphasize Logon ID's and Passwords are not to be shared with other co-workers
3. Ensure user is trained on correct data entry procedures for directly operated, contract and fee for service providers, current database changes and in possession of latest MIS Info-Lines pertaining to state (Department of Mental Health) and/or federal (Health Care Financing Administration) mandates.
4. Curtail data entry error rate.

Training will include:

1. MHMIS data entry, client search, etc.
2. MEDS training will include MPOI screen and 13 month history screen
3. CompuServe logon procedures if required
4. OTAR training will only be provided for new linkage agencies.

To build a comfort zone or for reassurance a clear understanding of the MHMIS data entry process has been established, *new Providers (users)* may bring client information in for data entry after training has been completed. The advantage would be MIS/CDS Help Desk staff immediate availability for questions or problems and support. Because of limited computers, additional computer time must be reserved at the time training is scheduled.

Users dropped from the system for non-usage, physicians, clinicians and other staff who provide services will not be required to attend training.